

CLEMSON UNIVERSITY STAFF SENATE

June 11, 2013, 10:30 AM
Madren Conference Center

Minutes

Members Present: Kay Bagwell, Roberta Balliet, Brandie Bargeloh, Pam Barnhill (conference call), Mac Bevill, Matt Bundrick, Deb Charles, Leslie Doss, Karen Erickson, Wilder Ferreira, Kim Fisher, Linda Galloway, Shelly Geer, Gail Gilbert, Christopher Greggs, Shirley Hagood, Jessica Holbrooks, Wendy Howard, Julie Jones, Sharon Kimbell, Julia Lusk, Rusty McDonald, Amanda Menefee, Angela Nixon, Carol Pike, Judy Pruitt, Andy Riggins, Chris Sober, David Stancil, Kari Tankersley, Judy Tribble, Terri Vaughan, Tina White, and Deveraux Williams

Members Absent: Karen Arnold, Laura Clay, Anne Cummings, Meredith Driver, Debra Goss, Billy Hunt, Adam Hunter, Reba Kay-Purdessy, Dede Norungolo, Meshelle Rabon, Sarah Reeves, Hagan Walker, and Cathy Welton

Guests Present: Kevin McKenzie, John Mueller, Matt Watkins, and Patrick Wright

President Angela Nixon welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the May 14, 2013 Staff Senate meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.
2. **Special Order of the Day** - Kevin McKenzie, Chief Information Security Officer for CCIT, gave a presentation on phishing. Wikipedia defines phishing as the act of attempting to acquire information such as usernames, passwords, and credit card details by masquerading as a trustworthy entity in an electronic communication. McKenzie emphasized that Clemson personnel will not ask faculty, staff, or students to verify information or provide personal information in an email. To learn more, visit the Office of Information Security and Privacy's website at <http://www.clemson.edu/security>.
3. **President's Reports**
 - A. **Board of Trustees** – The Board is meeting July 18-20 in Charleston.
 - B. **Other:**
 1. **Human Resources**, John Mueller. The Senate was updated on the transition from bi-weekly to semi-monthly paychecks and the implementation of Kronos, the new timekeeping system. Mueller noted that as of June 30, 2013 the workweek will change from Friday through Thursday to Sunday through Saturday. Mueller also addressed the Thursday, November 14 football game. This is a night game, but due to traffic and parking issues, the University will close at noon. Staff employees are required to take 3.5 hours of annual leave on that day. This decision is in compliance with state and federal labor laws.
 2. **Legislative Update**, Julia Lusk. The Enterprise Act has passed the Senate and is pending in the House. Because the bill did not make the May 1 "crossover" deadline it is likely that the bill will not be heard by the House this session. Because this is the first year of a two year session, the bill can come up next year. That is what the Governmental Affairs office will be pushing for.
4. **Treasurer's Report**, Julie Jones. The balances as of June 7 were: (a) Vending: \$4,499.91; (b) Staff Senate funds: \$905.98; (c) Travel: \$161.72; (d) SDP: \$4,644.07. Kay Bagwell moved to approve the report and Christopher Greggs seconded the motion. The report was approved.

5. Committee Reports

A. Standing Committees

1. **Activities**, Julia Lusk. Activities met June 4. We discussed our involvement with the 5K and Benefits Fair. We will have a reception for the scholarship recipients so Senators can see how the Scholarship Fund benefits students and their parent, who is a staff member. We will have a food drive in March.
2. **Communications**, Anne Cummings and Reba Kay-Purdessy. No report.
3. **Membership**, Christopher Greggs. No report.
4. **Policy and Welfare**, Wendy Howard. P&W is continuing to gather information and researching objections to staff enrolling in online programs for free (using their 6-credit hour/semester benefit) to determine if a supporting cost model can be proposed through proper channels. This will be acted upon further in the Fall 2013 semester. We discussed the role of the P&W Committee and drafted a Standard Operating Procedures document which was approved by the Executive Committee at the May meeting. P&W is continuing to look at Universal Design and plans to draft a resolution to take to the Executive Committee for Staff Senate to embrace Universal Design. Leon Wiles is putting together a Campus Climate Task Force (he is working on the proposal with Dori Helms and Gail Di Sabatino) and we want to make sure someone from Staff Senate is on the Task Force
5. **Scholarship**, Carol Pike. A video of highlights from last year's race was shared with the group. The kickoff is July 9, so look for additional information at the Senate retreat.

B. University Committees

1. **President's Commission on the Status of Women**, Karen Erickson and Tina White. The Commission does not meet during the summer months. The group is currently reviewing applications for new members for the upcoming year.
2. **Staff Development Program**, Julia Lusk and Angela Nixon. The current class will graduate June 19. There will also be an orientation for the 25 new participants that day. Nixon recognized recent graduates, Laura Clay, Wendy Howard, and Judy Pruitt for their completion of the program. New participants, Mac Beville, Karen Erickson, Linda Galloway, and Julie Jones were encouraged to make the most of their programs of work. All were congratulated for their accomplishments.

6. Unfinished Business: None.

7. New Business

- A. **Presidential Search Survey** – Those that have completed the survey were thanked, and procrastinators were encouraged to submit their comments by the deadline. Once the results are compiled, they will be shared with the Presidential Search Committee on June 17. Everyone was encouraged to attend the open forum scheduled for June 18.
- B. **Blog** – For thoughts and insights from the Staff Senate President Angela Nixon, visit her blog at <http://blogs.clemson.edu/staffsenate/>.
- C. **Campus Climate Task Force** – Chris Sober moved to nominate Dede Norungolo to serve on the task force. Tina White seconded the nomination. Receiving no other nominations, the nominations closed. Dede Norungolo's name will be submitted to Leon Wiles for consideration.
- D. **July Retreat** – The meeting will be informal. Lunch will be provided. Everyone was encouraged to attend.

8. Announcements – Julia Lusk received the South Carolina State Employees Association Outstanding State Employee Award. Congratulations Julia!

9. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, July 9, 2013, 10:30 a.m., Madren Center